



**LANGLEY  
POLICY  
DIRECTIVE**

**Directive: LAPD 4220.1  
Effective Date: November 10, 2004  
Expiration Date: April 20, 2009**

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**Responsible Office: Logistics Management Team, Center Operations Directorate**

**SUBJECT: Standards for Office Furniture and Furnishings**

**1. POLICY**

a. It is LaRC policy to use office furniture and furnishings which meet reasonable standards of ergonomics, presentability, functional effectiveness, and economy.

b. Criteria

(1) Office furniture and furnishings will be allocated as follows:

(a) Wooden furniture for Senior Executive Service (SES) personnel.

(b) General office furniture for all personnel not listed above.

NOTE: In accordance with NASA Safety Training Center, Occupational Ergonomics, Task and Workstation Considerations, appropriate types of ergonomic chairs will be made available to accommodate various worker's needs including back support, chair seatpan, chair base, armrests, and adjustable height and tilt.

c. Carpets, partitions, and window coverings will be allocated for insulation, acoustical control, and as part of a rehabilitation project or a new facility.

**2. APPLICABILITY**

This directive is applicable to Langley Research Center civil servants.

**3. AUTHORITY**

a. 42 U.S.C 2473 (c)(1), Section 203(c)(1) of the National Aeronautics and Space Act of 1958, as amended.

**4. REFERENCE**

a. NPR 4200.1, "NASA Equipment Management Manual."

b. LMS-CP-2711, "Requesting and Excessing Office Furnishings through Government Sources."

## **5. RESPONSIBILITIES**

a. The Office Furnishings Manager, Logistics Management Team:

(1) Approve or disapprove requests for furniture and arrange for delivery.

NOTE: Specialized furniture for computers, laboratories, and modular and systems furniture including assembly, disassembly, and reconfiguration, are to be procured through normal procurement procedures using requester's funds.

(2) Arrange for the installation of partitions and window coverings.

(3) Responsible for oversight of carpet installation and related services.

b. Requester

Submit requests for office furniture and furnishings to the Office Furnishings Manager following LMS-CP-2711, "Requesting and Excessing Office Furnishings through Government Sources."

## **6. DELEGATION OF AUTHORITY**

N/A

## **7. MEASUREMENTS**

N/A

## **8. CANCELLATION**

LAPD 4220.1, dated April 20, 2004.

original signed on file

Roy D. Bridges, Jr.  
Director